



VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 08/2016
CHAPTER 7	Revision Date:
6.7.2 HEALTH RECORD VIEWING AND SCANNING PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

California Correctional Health Care Services Health Information Management (HIM) shall ensure all staff are informed of and follow established rules and guidelines for scanning patient health information.

II. DEFINITIONS

Day Forward Scanning: Documents produced by clinicians at the institutions after a clinical encounter or appointment which are scanned into the health record.

III. RESPONSIBILITY

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this procedure.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this procedure.

IV. PROCEDURE

- A. HIM staff shall scan Day Forward documents received within 24 hours of receipt.
- B. HIM staff shall scan urgent/emergent documents upon receipt immediately.
- C. Specialty reports shall be scanned into the chart within five calendar days from the date of the patient encounter.
- D. Hospital records (outside facility) shall be scanned into the chart within three calendar days from the date the patient is discharged.
- E. HIM staff shall combine multiple documents into a single PDF.
- F. HIM shall index and perform quality checks prior to uploading the document(s) into the health record.
- G. Health Record Center (HRC) staff is responsible for scanning archive documents that are housed at the HRC.

V. REFERENCES

- California Correctional Health Care Services, eUHR Initiative Daily Scanning Specification Document. Version 1.1, Copyright 2010.